



St. Angela's School.

Code of Behaviour for Students.

Mission Statement.

St. Angela's is a Catholic girls' school which aims to cherish the uniqueness of each individual and to develop the full potential of each member of the school community.

Holistic Development

Preamble.

The Code of Behaviour in St. Angela's, which has been developed through collaboration between management, staff, students and parents / guardians, invites all students to participate in the creation of an ethos which promotes the Mission of the school, namely an environment which nurtures teaching and learning, which recognises the uniqueness of the individual and which is conducive to the growth of each student towards her full potential.

*"Those who instruct others
unto justice shall shine as
stars for all eternity"*
St. Angela Merici



This Code was formulated following consultation with students, Parents / Guardians, Teachers and the Board of Management and takes cognisance of the Education Act, the Education Welfare Act, Equal Status Act and the Guidelines for Schools on Developing a Code of Behaviour (NEWB: 2008). The Code should be read in conjunction with other school policies such as Personal Technology Policy, Anti Bullying Policy, Internet Usage Policy, Curriculum Policy etc. These are available on request from the Principal or on the school website.

Rationale.

Our Code of Behaviour for Students attempts to reflect, and exists to encourage, the main touchstones of the holistic Ursuline Education: care for self and others, respect for self and others, courtesy in our relationships, courage in our hearts, kindness in our soul and dignity of self and others. It aims to embody the school motto, "non sibi, sed cunctis."

Aims.

This Code of Behaviour aims:

- to invite students to engage in behaviours which contribute in a positive way to school life
- to equip students with skills which prepare them for life after secondary school. Managing difficult relationships is part of the learning process.
- to discourage the negative behaviours which undermine the creation of a teaching and learning environment as described above
- to outline sanctions which may apply when a student is in breach of the School Code
- to outline rewards which may apply when behaviour merits commendation

Tutor Time at the start of each academic year is devoted to revisiting the Code with students so that all are familiar with its aims and contents. Reminders of aspects of the Code are frequent throughout the school year in notices, posters, messages home, Parents Nights etc.

Scope.

The Code of Behaviour applies to all students until the completion of their Senior Cycle (to the end of State Examinations) in St. Angela's School and should be observed while in school, when in school uniform, while travelling to or from school and while attending any school activity including trips, sporting and cultural events and work experience.

The Code may also apply to students whose misbehaviour outside school is connected with issues in school or whose misbehaviour outside school has a direct bearing on the school day and / or the safety or wellbeing of members of the school community while in school.

Roles and Responsibilities.

- Board of Management.

The Board of Management is the decision making body of the school and has a key role in the development and operation of this Code of Behaviour. All policies are developed with the authority of the Board of Management and have the approval of the Board before becoming official school policy. While the Board of Management is not involved in day-to-day procedures, it is the body to whom Parents/Guardians and students over 18 can make an initial appeal in cases of suspension or expulsion.

- Parents/Guardians.

The co-operation of Parents/Guardians is considered fundamental to the implementation of the school's Code of Behaviour policy. By enrolling their daughter in the school, Parents/Guardians indicate an understanding of the rationale underpinning the Code and also their agreement with and support for the aims and ethos of the school. This agreement is revisited at interviews with incoming 1st Year students. Parents / Guardians are reminded that the Code serves the common good; the rights of the majority to learn and grow should not be undermined by an individual or group of individuals.

- Students.

The school expects that students will at all times do their best to uphold the Code of Behaviour and the spirit of the Code in school. All students sign their acceptance of the Code when they enter the school in 1st Year. As part of their learning process, students are encouraged to be accountable for their behaviour, to "own" their behaviour and to commit to changing negative behaviour.

Students are reminded that when disputes arise in the implementation of the Code of Behaviour, they have a responsibility to try to resolve these disputes with courtesy and respect, as this is the Ursuline Way.

- Staff.

St. Angela's School acknowledges the role of Teachers in the development and operation of the Code of Behaviour. The school recognises that a Teacher / Supervisor's main focus is in the area of teaching and learning and that they have a pivotal role to play in behaviour management. Teacher /

Supervisors, Tutors, Year Heads, Guidance Counsellor, Learning Support Teacher, Deputy Principal, Principal, SNAs, psychological services and other agencies all have specific roles to play in upholding the Code. The school also acknowledges the contribution of all other staff members in the development and operation of the Code of Behaviour. In particular they have a responsibility to report incidents of misbehaviour and examples of positive behaviour they witness.

The School recognises that skilled classroom management hinges on the development of relationships between Teacher and student. The Teacher / Supervisor is responsible for managing negative behaviour in ways which sanction misbehaviour fairly and which encourage learning.

The school acknowledges that while absolute consistency of application of the Code of Behaviour for Students may offer security, it does not always reflect the uniqueness of each individual. Therefore, rigid application of the Code is not advisable in every case.

Positive Discipline and the Nurturing of Character.

The daily work of St. Angela's School rests on the shoulders of our Pastoral Care structures, which aims to create positive relationships throughout the school community, between students and adults.

As part of the Code of Behaviour, the school may use several measures to nurture and incentivise positive behaviour. Examples include:

- Leading by example: we hope that students will learn to model their conduct and positive behaviour on behaviour which they observe in adults in the school.
- Praise and positive feedback: verbal and written, formal and informal.
- On-going communication / liaison with the family.
- Use of the Pastoral Care structure, as appropriate (Tutor, Year Head, Chaplain, Guidance)
- Differentiation of the school curriculum where appropriate
- Use of outside agencies: National Educational Psychological Service (NEPS), Tusla (Former National Educational Welfare Board), Barnardos etc.
- Liaison with local organisations: SHY, SWAY etc.
- Use of "Subject Report" booklet: an aide to monitor and record positive behaviour
- Use of "Organisational Aide" booklet: an aide to get organised
- Use of "Effort Diary"; goal setting and behaviour targets
- Use of sign in and sign out sheets / attendance agreements.
- Use of Merit Slips, where perceived in a positive way by the student
- Awards and Certificates
- Positive letters home / notes in copies or journal
- Engagement of SNA or other key personnel to monitor and reward students
- Individual and class rewards
- Appointment to positions of responsibility

Responding to Negative Behaviour.

The school's Pastoral Care structure is well placed to seek to understand why negative behaviour takes place, and to respond appropriately. Thus, negative behaviour may be referred onwards towards Guidance, SEN, Tutor etc.

Learning from our mistakes is valuable. St. Angela's School is a safe place in which to make mistakes, accept consequences and learn from one's behaviour and about oneself. In the spirit of St. Angela, forgiveness comes swiftly in our school. In St. Angela's, we believe that students must be afforded the opportunity to emerge from negative behaviour and from sanctions with dignity.

The purpose of a sanction is to bring about a change of behaviour by:

- helping the student to learn their behaviour is unacceptable.
- helping her to recognise the effect of her actions and behaviour on others.
- helping the student (in ways appropriate to her age and development) to understand that she has choices about her own behaviour and that all choices have consequences.
- helping her to learn to take responsibility for her behaviour.
- reinforcing the boundaries set out in the Code of Behaviour.
- signalling to other students and to staff that their well-being is being protected.

In instances of more serious breaches of the School Code, sanctions may be needed:

- to prevent serious disruption of teaching and learning.
- to keep the student or other students or adults safe.

Examples of a Teacher / Supervisor's response to negative behaviour might be:

- Notes home in the School Journal / letter home
- Immediate naming of the misbehaviour and discussion of same
- Verbal warning
- Record kept in Teacher / Supervisor's notes
- Request for signature of Parent / Guardian
- Request for meeting with a Parent / Guardian
- Extra tasks, which relate to curriculum (eg extra lap, extra quotes to learn, extra corrections, additional piece of research, additional piece of written work.) These should all be within the ability of the student.
- Private talk before or after class
- Phone call home
- Withdrawal of privilege or responsibility
- Referral to Tutor / Year Head / Deputy Principal
- "Time out" in supervision of another member of staff or in another classroom
- The Deputy Principal and Principal may give an automatic Detention, should circumstances warrant it.
- The Principal, or Deputy Principal in the absence of the Principal, may suspend a student from school for a period for repeated or serious breaches of the School Code.
- Use of "Discipline Slip", when the Teacher / Supervisor's own methods have failed. A Discipline Slip is a record of an event written by the adult. The slip gives brief student details, the date of the event, the nature of the event and the student's response at the moment the negative behaviour is recorded. The student is encouraged to sign the slip with the Teacher / Supervisor, as an acceptance that an event has taken place and as acknowledgement that the matter has either been resolved or requires further discussion between the Year Head and student later. The

Teacher / Supervisor will log the slip with the Year Head (a copy is given to the Tutor for his or her consideration.) The Year Head will choose an opportune time to discuss the event or accumulation of events with the student and/or Teacher. The student is invited to discuss the matter fully with the Year Head. Following the Year Head's intervention, points may be recorded. If 9 points accumulate, the student will be required to do Detention. (See below.)

Each student starts each academic year with a clean sheet.

Guidelines for Year Heads are as follows:

Homework not done	1 point
Homework continually not done	3 points
Uniform incomplete / inadequate	1 point
PE uniform incomplete / HEC materials missing	2 points
Absent without permission for part of the school day	6 points – detention
Absence without signing out properly	6 points – detention

Sanctions which are not acceptable include: lines, unsupervised "time out" or indefinite removal from class (unless sanctioned by Deputy Principal or Principal).

Detention.

Detention takes place periodically after school and is of two hours' duration. Detention is supervised by a staff member. Parents / Guardians are informed in writing in advance. Unless she is repeatedly absent from school, the student will co-sign the letter of Detention before it is posted. This acts as a form of notification for the student and her family in the unfortunate event that the letter becomes mislaid in post.

- Students are required to arrive punctually and in complete uniform, ready to work.
- Students may not study or do homework in Detention.
- Students may be asked to complete a written assignment or to assist in an area of the school during Detention.
- If the student is unable to attend Detention, written notification, giving an acceptable reason, must be received by the Year Head on or before the last school day prior to the Detention.
- Students who do not attend Detention, even if a letter is received, will be given three discipline points and sent a rescheduled date. The student must attend on the second date, or be considered in serious breach of the School Code.
- Disruptive behaviour during detention may lead to a further sanction.
- Students who continue to receive discipline slips after a 3rd detention may be suspended, at the discretion of the Principal.

Suspension and Expulsion Policy.

The Suspensions and Expulsions Policy of St. Angela's School exists as a separate document to the Code of Behaviour and is available on request.

Suspension is a serious sanction, used in the following circumstances:

- Repeated deliberate breaches of the Code of Behaviour
- The student's continued presence in the school constitutes a threat to safety
- The student is responsible for serious damage to property
- Theft
- Serious Breach of Personal Technology or Internet Usage Policies
- Violence or threat of violence
- Serious insubordination / defiance
- The student's behaviour has had a seriously detrimental effect on the education of other students
- The student poses a threat to the conduct of a House or State Examinations

The Principal will notify the parents / guardians and the student in writing of the decision to suspend.

Rules and Standards.

Students are invited to embrace the spirit of the School Code without recourse to "Rules". However, below is a series of clear statements outlining standards of behaviour which are encouraged and those behaviours which are prohibited.

We value and encourage....

- Respect for each other; diversity of experience and opinion, inclusive behaviour
- Honesty and integrity; courage to do the right thing, keeping one's word
- Courtesy and good manners; saying please and thank you, allowing others pass through doorways, respectful language, not interrupting, standing for the teacher at the start of class or when he/she enters the room, greeting each other pleasantly, showing a welcome to visitors, avoidance of foul language and disrespectful use of the Lord's name, treatment of Teacher outside school
- Care for the environment; avoidance of litter, respect for our personal space and property and that of others; respect for other peoples' work and the space in which they carry out their work
- Healthy living; balance in our lifestyle
- Kindness and understanding; care for others, looking out for others, especially the weak and vulnerable
- Honesty of effort; taking responsibility for one's own learning and attendance; punctuality, asking questions, catching up on work missed
- A good heart; what lies beneath our physical appearance
- Safe conduct; walking on the left, using the correct stairs, following instructions of Fire Drill

1. Health and Safety.

- In the interests of ease and safety of movement, students are asked to please walk on the left.
- Students are required to behave in an orderly fashion on corridors and classrooms during the day. Rough contact is forbidden. Jostling, shoving and crowding games are forbidden. Throwing items in a dangerous way is forbidden.
- Students are not permitted to hang out windows or to use windows or fire doors as an exit route.

- Students are required to follow instructions for Fire Drill. In the event of an alarm: No running. No talking. Move swiftly and carefully. Stand in alphabetical order in the designated location, until returned to class. Inappropriate use of fire alarm / tampering with fire equipment is a serious breach of this Code.
- Students are not permitted to bring alcohol, illegal substances or hallucinogens to school. It is absolutely forbidden to consume these items in school, or to attend school under the influence of alcohol or such substances. If there is a suspicion that a student has consumed alcohol or such a substance, she will not be allowed to attend class. A Parent / Guardian will be notified immediately. Further action and appropriate sanction (up to and including suspension), may ensue. The school reserves the right to contact Garda and other services, should the situation require it.
- Students are not permitted to use alcohol, illegal substances, or hallucinogens or to smoke tobacco or a vapour apparatus while in school uniform or on any property of the Ursuline Community. This includes outside the school gates. Breach of this rule may lead to suspension or further sanction.
- Students who drive to school must apply through the DP office and must supply evidence of full licence and insurance details. Student drivers may not carry passengers, other than sisters. Student drivers are not permitted to leave the school grounds during the day in their car, even to attend medical appointments. The barrier code is not for student use.
- Students needing to use the lifts must apply through the DP office. Students may not use the school lifts unaccompanied.
- Students are not permitted to eat or drink outside the designated lunch space inside the school building. Each student is responsible for tidying up after herself, whether she chooses to eat inside the building, on the grounds or beyond the school grounds.
- Nuts and nut products are prohibited for health and safety reasons. Carbonated, high sugar drinks are not permitted. Crisps and chewing gum are not permitted. Sports drinks are permitted, though are advised only for those participating in sport.

2.Studies.

- Honest effort is required of all students. Students who are struggling are asked to speak to their Class Teacher or Class Tutor.
- The school has a Homework Policy. All students are required to have the school Journal in class each day, in which to record homework and revision plans. Students who come to class without the required homework are asked to speak to the Teacher at the start of class. Students who do not present homework are required to have a note from home explaining the reason. The Journal may be used for this purpose. Breaches of this element of the Code will be met with an appropriate sanction, given by the Class Teacher.
- Repeated failure to make an honest effort, to present homework or to present without the required kit, uniform, ingredients or equipment will be recorded on a Discipline Slip and referred to the Year Head for sanction.
- Students are asked to treat their text books, equipment and notes with respect. All items should be marked with the student's name. Belongings should be stored in the student's locker, allocated at annual Registration, and accessed at break times. Items left lying around will not be stored for the student.
- Tutor Time is given to the explanation of Rules for House Exams and Mock Exams. A copy of these rules is available on request. Sanctions may apply if these rules are breached. Any undermining of the integrity of the exam or disturbance of the smooth running of the exam is a serious breach of this Code and will be dealt with accordingly. This includes any attempt to communicate with another student or any attempt to obtain assistance from another student once in the examination venue.

3.Attendance.

- If a student is absent from school, a note explaining the absence must be brought to the Tutor for signing. The note must be brought to Reception. If the note is not presented to the Tutor within a reasonable length of time, discipline points will be given.
- If a student is absent for a full day without permission of Parent / Guardian, a Detention may be given. If a student is absent for part of a day without permission of Parent / Guardian or Teacher, 6 points or more may be given
- If a student needs to leave school early, she must bring a note explaining the reason for early departure to her Tutor/ Year Head/ Deputy Principal/ Principal for signing. She must then bring the signed note to Reception where she waits to be collected by Parent/Guardian. The student then signs the DEPART EARLY BOOK. If an adult is not available at Reception, the student must fill in a DEPART EARLY SLIP. Note: a member of staff must give permission to leave early. If the above procedure is not followed correctly, 6 points may be given.
- If a student is late to school, the ARRIVE LATE BOOK MUST BE signed. The receiving Teacher will record the late arrival on a Discipline Slip. The receiving Teacher will request a note from home for the following day.
- If a student does not return to school after lunch, a phone call to the General Office in order to explain the absence must be received before the end of the school day. Otherwise this is considered to be Absence without Permission and 6 points or more may be given. A note to explain the absence is also required when the student returns to school.
- No student is permitted to leave the school, except at lunchtime, unless accompanied by a Parent / Guardian. This applies to students who are permitted by a Parent to attend for an appointment outside the school. Occasions will arise when students are permitted to leave the premises on school business.

4.Uniform.

The school has a detailed School Uniform Policy, which outlines sanctions for breach of the policy. This is available on request or on the school website.

The uniform of St. Angela's School consists of the following:

- Plain, black, flat, sturdy, non-slip shoes. (Dark navy "deck" shoes are acceptable.) Black runners/ sports shoes are not allowed. Black 'chunky' style shoes that look like runners are not allowed. As a guide, footwear displaying a logo associated with runners/ sport shoes are not allowed. If you are unsure, please ask. Shoes must have an adequate sole to provide support to the foot. Students are asked to wear shoes which do not leave a stain on flooring.
- Grey knee length socks OR mid grey tights. Embellished, patterned or ribbed tights are not allowed.
- A grey, A-line, school skirt (one inverted pleat at the front), worn to the knee. This is to be purchased from the school suppliers. (Please see section on "Symbols of Faith")
OR grey uniform trousers with slight red pinstripe (these are only available from the school suppliers.)
- A red, round neck, crested school jumper. This may be removed in warm weather, once undergarments are not clearly visible.

- A plain, stiff, pointed-collared, white dress shirt. This may be short or long sleeved and of a quality sufficient to ensure that undergarments are not visible. The shirt must be tucked in to the waist band of the skirt. Coloured T shirts may not be worn under the shirt. A white T shirt / vest / string top is acceptable. White polo shirts are not allowed.

The compulsory PE uniform consists of:

- Plain navy, tracksuit ends available only from our school suppliers. Tight fitting tracksuit ends or leggings are therefore not allowed.
- A red dry-fit breathable polo shirt with St. Angela's crest available from our school suppliers.
- Sport Socks.
- Suitable trainers/running shoes. These should be white soled.
- A sports singlet may be required for certain competitive sports. PE staff and Mentors will advise at the time of competition.
- A navy half-zip with school crest is also recommended. This is available from our school suppliers. The navy half-zip is compulsory for 1st Year students 2022.

Symbols of Faith:

- No student will be prevented from wearing a religious symbol or garment in accordance with her religious tradition, subject to the conditions below.
- A student may wear the Hijab (plain white, grey or black) without embellishment or accessories.
- A longer length skirt is available from School Uniform stockists. This must be worn in a way that will not cause the student to trip.
- The wearing of the Nicqab, Chador or Burqua impedes interaction and communication between a student and her teacher and classmates. This is unsatisfactory. A student who wishes to wear these garments must make an application in writing to the Principal.

Appearance:

- Students are reminded that personal appearance while in uniform reflects on the school as a whole.
- Emblems and logos are not permitted on uniform clothing.
- A student may wear one ring, one pair of small, stud earrings and a wrist watch only. These items may not protrude in an unsafe way from the skin. Necklaces (unless a symbol of faith worn inside the jumper), chokers, spacers, bracelets and cuffs are not permitted.
- Over embellished hair accessories may not be worn.
- Facial / Body piercings are not permitted. Students will be asked to remove piercings or remain at home until it is safe to do so. Covering piercings is not acceptable.
- Hair colour or style which is deemed overtly exhibitionist may not be worn. The school management reserves the right to determine what is acceptable for school purposes.
- Make up, including nail polish and false nails, are forbidden.

School uniform worn at other times:

- Parents / Guardians are advised that students are expressly forbidden to wear any item of school uniform when fundraising for groups not directly associated with the school.
- In the event that a student's behaviour outside school is brought to the attention of the Principal or Deputy Principal, a sanction may issue if it is found that the student in question was wearing a piece of school uniform at the time of the misbehaviour.
- PE uniform may not be worn to any class other than PE or a class engaging in physical activity (eg SPHE on occasion.)
- A modified version of the uniform may be advised on occasion for particular classes (eg gardening, theatre studies.) Arrangements will be advised in advance to students.
- In addition, safety equipment may be required in certain subjects. (goggles, white coat etc.) Again, arrangements will be advised to students in advance.

5. Technology.

- The school has a Personal Technology Policy which prohibits students from bringing mobile phones or other personal devices into school. Breach of this Rule is a serious matter; sanctions are clearly outlined in the policy. The school reserves the right to confiscate a student's device immediately in every case and to apply further sanction.
- Students requiring the use of personal devices for school tasks must apply in writing to the Class Teacher, who will notify the DP.
- The school has an Internet Usage Policy which prohibits students from accessing internet, laptop or PC without the Class Teacher's permission and supervision. Students are not permitted to use the Computer Rooms or the Computers in the Library during their own time, accept with the permission of the Class Teacher and DP.
- Students may not download or print any item without the Class Teacher's knowledge and permission.
- Students are given a personal account for use in school. It is absolutely forbidden to use another student's account for any purpose. Any such use will be considered a serious breach of the School Code.

6. Out of Bounds.

- Students are assigned a Tutor Room at the start of the year, in which they may congregate and store items, by arrangement with the Class Tutor. Students may not eat or drink in classrooms, unless allowed to by the Tutor, in his/her own classroom. Students are forbidden from visiting other Tutor Rooms; there are open social areas available to the students.
- Students may not visit the bathrooms during class time, unless they have received permission from their teacher beforehand. Between classes, students are asked to seek the permission of the Teacher to whose classroom they are moving.
- Students are not permitted in these areas of the school during lunch time: Merici, Upper Brescia, Veranda, 1st and 2nd floors of St. Joseph's House.
- Students may take lunch in the Refectory in St. Joseph's House, if using the catering services there. Alternatively, 1st, 2nd and 3rd Year students may use Brescia Hall. 4th, 5th and 6th Year students may use the Study Hall. Facilities are provided in these venues, but may be withdrawn temporarily if students do not clean up the areas after themselves. Students are not permitted to take lunch within the buildings, except in these locations.
- The following areas are out of bounds:
 - Beyond the end wall of St. Joseph's House i.e. towards the Ursuline Primary School or Gardener's compound. (Students are permitted to walk this avenue to and from school)
 - The playing grounds of St. Ursula's Primary School

- The tennis courts (without permission of PE staff)
- The convent house and front concourse; the cemetery
- The attics
- The basement (unless with the permission of HEC, Art or Woodwork Teachers)
- The Computer Rooms (unless with the permission of IT Teacher)
- The area designated for Maintenance Staff at the end of the ground floor of St. Joseph's House
- The school gym (unless application has been made through the DP office.)

Evaluation.

School management will accept feedback from staff, students and parents made through the proper use of the appropriate channels ie staff meetings, student committees and PSAC. This feedback will inform periodic evaluation of the policy by Management.

Date of ratification of reviewed policy: 11/4/19